



Alaska Department of Transportation & Public Facilities

Construction Contracting Warrant Form

Instructions

The attached Alaska DOT Construction Contracting Warrant Form is a multi-purpose 4-page form adaptable to a variety of transactions.

A. Form completion instructions by transaction 'Type' and 'Status':

1. **Initial Warrant Application:** Complete Parts 1, 2, 3, and 4 of the form, attach required supporting documentation, and forward to the appropriate Recommending Official to execute Part 5.
2. **Provisional Warrant Application:** Complete Parts 1, 2, 3, and 4 of the form, attach required supporting documentation, and forward to the appropriate Recommending Official to execute Part 5.
3. **Special Project - Interim Warrant Application:** Complete Parts 1, 2, 3.1.A, and 4 of the form, and forward to the appropriate Recommending Official to execute Part 5.
4. **New Position Notification:** Complete Parts 1, 2, 3, and 4 of the form, attach required supporting documentation, and forward to the appropriate Recommending Official to execute Part 5. If previous warrant level is the same or lower as being requested, provide copy of warrant certification. If new warrant level is higher, only provide documentation of qualifications not met by previous warrant application.
5. **Increase Existing Warrant Level:** Complete Parts 1, 2, 3, and 4 of the form, attach required supporting documentation, and forward to the appropriate Recommending Official to execute Part 5. If training requirements are met that allow elevation to the next warrant level, only provide documentation not met by previous warrant level.
6. **Deletion of Warrant from Warrant System Due to Administration Termination:** Recommending Official is to complete Parts 1, 2, 3.2 and 5 of the form.
7. **Deletion of Warrant from Warrant System Due to Termination for Cause:** Recommending Official is to complete Parts 1, 2, 3.2 and 5 of the form.
8. **Administrative (Name Change):** The Warranted person is to complete Parts 1, 2, and 4 of the form and forward to the appropriate Recommending Official to execute Part 5.

B. Documentation Instructions:

Please attach the required documentation that supports completion of the training, duties, and experience (i. e. a Resume'), and/or equivalency requirements for the warrant level being sought. In preparing the supporting documentation, refer to the DOT&PF Construction Contracting Warrant Manual, Section H - Warrant Levels and Qualifications.

C. Submission Instructions:

Completed forms shall be forwarded to the appropriate Recommending Official for their evaluation and processing in accordance with DOT&PF's Construction Contracting Warrant Manual instructions.

A Recommending Official can be a Regional Director, Statewide Planning Director, Statewide Design and Engineering Services Director or Sister Agency Commissioner.

D. Certification :

The authority to procure is limited to the amount delegated by the Recommending Official and may be less than the certified warrant level.



Last Name	First Name	Middle Initial
Current or Previous Warrant Number (if applicable)		Current Organization
Current Position and Title		

TYPE		REQUESTED AUTHORIZATIONS	
<input type="checkbox"/>	A. Initial Warrant Application	<input type="checkbox"/>	<div style="text-align: center; font-weight: bold; margin-bottom: 10px;">STATUS</div> <div style="padding: 5px;"> <input type="checkbox"/> Certified <input type="checkbox"/> Provisional <input type="checkbox"/> Special Project </div> <div style="border-bottom: 1px solid black; margin-top: 5px; padding-top: 5px;"> <i>Special Project Name/Number:</i> </div>
<input type="checkbox"/>	B. Provisional Warrant Application	<input type="checkbox"/>	<div style="text-align: center; font-weight: bold; margin-bottom: 10px;">WARRANT LEVEL</div> <div style="padding: 5px;"> <input type="checkbox"/> Level 1 \$ 5,000 to \$ 10,000 <input type="checkbox"/> Level 2 Up to \$ 25,000 <input type="checkbox"/> Level 3 Up to \$ 50,000 <input type="checkbox"/> Level 4 Up to \$ 100,000 <input type="checkbox"/> Level 5 Up to \$ 250,000 <input type="checkbox"/> Level 6 \$ Unlimited </div>
<input type="checkbox"/>	C. New Position Notification	<div style="border-bottom: 1px solid black; margin-top: 10px; padding-top: 5px;"></div> <div style="border-bottom: 1px solid black; margin-top: 5px; padding-top: 5px;"></div> <div style="border-bottom: 1px solid black; margin-top: 5px; padding-top: 5px;"></div>	
<input type="checkbox"/>	D. Increase in Warrant Level		
<div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 5px;">From: Level</div> <div style="text-align: center; border-bottom: 1px solid black;">To: Level</div>			
<input type="checkbox"/>	E. Deletion of Warrant – Administrative		
<input type="checkbox"/>	F. Deletion of Warrant – Cause		
<input type="checkbox"/>	G. Administrative (Name Change)		
<div style="text-align: center; margin-top: 5px;"> <i>New</i> <i>Name</i> </div> <div style="border-bottom: 1px solid black; margin-top: 5px;"></div>			

[illegible]



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- B. Attach copies of documentation that support completion of the Warrant Level Qualifications requirements, as outlined in the Department's Construction Contracting Warrant Manual, Section H, to this application. Copy of a previous warrant certificate can be provided for documenting qualifications to that level. Not applicable for Interim Applications. List attachments below:

a	_____
b	_____
c	_____
d	_____
e	_____
f	_____

- 3.2 **TERMINATION OF WARRANT:** The following information is required only if you selected TRANSACTION TYPE E or F as follows:

☐ **ADMINISTRATIVE TERMINATION:** Reason for administrative termination of warrant authority
(please check appropriate box)

- ☐ Need for the individual to have a warrant no longer exists
☐ Retirement, resignation, or other termination of appointee's employment
☐ Other – Please Describe: _____

☐ **TERMINATION FOR CAUSE:** For the record, attach a written description of the circumstances.

4. CERTIFICATION

- 4.1 **Certified Applicant:** I certify that I have achieved all the warrant level qualifications and training as outlined in the Department's Construction Contracting Warrant System Manual for the warrant level requested in Section 2 of this form, understand the technical content and the legal and ethical implications, and am competent to have the authority to procure on behalf of the Department. I understand that my authority to procure under my Warrant is limited to my delegation authority. I understand that I will be required to attend continuing education as a requirement to keep the warrant current.
- 4.2 **Provisional Applicant:** I certify that I will meet all the warrant level qualifications and training as outlined in the Department's Construction Contracting Warrant System Manual for the warrant level requested in Section 2 of this form within one (1) year, or as otherwise defined, of the warrant issue date, understand the technical content and the legal and ethical implications, and am competent to have the authority to procure on behalf of the Department. I understand that my authority to procure under my Warrant is limited to my delegation authority.
- 4.3 **Special Project Interim Applicant:** I certify that I have read the Department's Construction Contracting Warrant System Manual for the warrant level requested in Section 2 of this form, understand the technical content and the legal and ethical implications, and am competent to have the authority to procure on behalf of the Department. I understand that my authority to procure under my Warrant is limited to the special project identified and to my delegation authority.
- 4.4 **All Applicants:** I certify that all of the statements made by me are true, complete, and correct to the best of my knowledge and belief and made in good faith.

APPLICANT SIGNATURE

DATE



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TO BE COMPLETED BY THE RECOMMENDING OFFICIAL

5. RECOMMENDATION

The Recommending Official's recommendation is required by checking the appropriate block below and signing in the space provided in this section. A second signature is required from the DOT&PF Chief Contracting Officer for final approval (see Section 6 – Approval).

- ☐ The applicant's performance of acquisition duties has been satisfactory, and all of the required warrant level qualifications and training have been met. The need for this warrant authority has been documented. Appointment to the level / status requested is recommended.
- ☐ The applicant's request is not recommended for approval at this time due to the attached supporting information and is returned to the applicant.
- ☐ The applicant's request for a Provisional Warrant has been reviewed, and under the issuing terms and conditions, is hereby recommended for approval.
- ☐ The applicant's request for warrant record correction or deletion has been reviewed and the requested changes are hereby recommended for approval.
- ☐ An administrative termination of the subject warrant for the reason indicated in Section 3.2 is recommended.
- ☐ Based on the attached supporting information, it is recommended that the subject warrant be terminated for cause.
- ☐ Administrative (Name Change)

RECOMMENDING OFFICIAL'S SIGNATURE

_____ NAME	_____ SIGNATURE
_____ TITLE	_____ DATE

TO BE COMPLETED BY THE DOT&PF CHIEF CONTRACTING OFFICER ONLY

6. APPROVAL

<input type="checkbox"/> APPROVED	_____ DOT&PF CHIEF CONTRACTING OFFICER	_____ SIGNATURE	_____ DATE
	_____ WARRANT ISSUED TO APPLICANT BY	_____ SIGNATURE	_____ DATE
<input type="checkbox"/> DISAPPROVED	_____ DOT&PF CHIEF CONTRACTING OFFICER	_____ SIGNATURE	_____ DATE